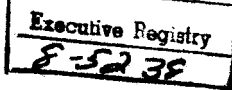


SECRET

9 July 1956



MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Deputy Director (Support)

SUBJECT : Death of Agency Employees

REFERENCE : Memo from DD/S to D/Pers, same subject, 3 July 56
(DD/S 56-2401)

*new A 2.d.
added per
DDCI*

1. This memorandum contains a standard operating procedure for your approval.
2. There follows the working procedure which will become effective with the death, injury or serious illness of an Agency employee or a person officially detailed to the Agency:

a. Initial notification to the Agency can come from one of several sources, depending upon the circumstances; by cable from an overseas location; by TWI or telephone from a U.S. installation; by telephone from local police or a private citizen; by personal notification of an Agency employee possessing the facts.

b. Normally the initial notification is given to the office of assignment and/or, in the case of D/P employees overseas, to the Area Division concerned. In some cases initial notification is received exclusively by the Office of Security or the Medical Staff. Rarely is the Office of Personnel the initial recipient.

c. [] (par. 2a.) requires immediate notification of an employee emergency to the Director of Personnel. Par. 2e. of this same regulation requires the Director of Personnel immediately to inform other Agency officials who are responsible for taking action. The principal offices concerned with such cases have designated emergency representatives as follows:

Office of Personnel - [] Principal 25X1
Alternate

Office of Security - [] Principal 25X1
Alternate

Office of General Counsel - [] Principal 25X1
Jr., Alternate

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Medical Staff - [] Principal Alternate

Deputy Director (Plans) - [], Principal Alternate

25X1

d. When the Office of Personnel is informed of an emergency and is in possession of all pertinent facts, it will, in collaboration with other offices concerned, determine:

- (1) What notice, if any, has been given to next-of-kin;
- (2) what notice, if any, should be given to next-of-kin;
- (3) what security or cover problems exist and the steps required to overcome them;
- (4) who shall give notice to next-of-kin and with what cover or security briefing;
- (5) the point(s) of continuing contact with next-of-kin.

25X1

e. Subsequent handling of the case will be in accordance with other provisions of [] "Employee Emergencies," or [] "Missing Persons."

25X1

Signed

Harrison G. Reynolds
Director of Personnel

CONCUR:

25X1

25X1

(2) []
Director of Security

(2) []
Acting Chief, Medical Staff

25X1

(2) []
General Counsel

(2) []
Chief, []

25X1

25X1

APPROVED:

25X1

SIGNED

(2) []
L. K. WHITE
Deputy Director (Support)

C. P. CABELL
Lieutenant General, USAF
Deputy Director

Date: AUG 2 1950

Date: _____

Distribution:

2 - DD/S

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1 - [] Approved For Release 2003/07/29 : CIA-RDP80R01731R001300010011-9
1 - [] DD/P 1 - OP (Employee Emergencies) 1 - OP (Duty Officer Handbook)
1 - [] DD/P 1 - DD/P 1 - ER

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